DOCTOR OF AUDIOLOGY

Au.D. DEGREE PROGRAM PLAN
2016-2017
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During the graduate program, students will communicate and interact with the following key staff and faculty members regarding their degree program:

- **Graduate Program Advisor** - Ernie Lefler
- **Graduate Program Coordinator** – Kristie Spencer
- **Director of Academic & Student Services** – Julie Leonardo
- **Audiology Interest Group Head** – Julie Bierer
- **Au.D. Faculty**
  - Professors: Julie Bierer, Kelly Tremblay, Matthew Winn
  - Lecturers/Supervisors: Martha Harney, Christi Miller, Susan Anderson, Jennifer Gray, Lisa Illich, Lisa Mancl, Tiina Huckabay
- **Director of Clinical Education & Practica Tracking Coordinator** - Nancy Alarcon
- **Audiology Clinic Coordinator (UW Speech & Hearing Clinic)** – Susan Anderson
- **Clinical Tracking & Fieldwork Placement Coordinator (All Practica & Externships)** – Martha Harney
- **Fieldwork Operations Specialist** – Debbie Higuera

While in the graduate program, students are responsible for knowing the following information found through these links:

- Department of Speech and Hearing Sciences “**Graduate Student Guide**” containing policy and procedure details located on the “Current Students” section of the department website.
- Department of Speech and Hearing Sciences program information and policies located on the “Current Students” section of the department website.
- General graduate student information and policies found in the “**University of Washington General Catalog for Graduate and Professional Study**” ([http://www.washington.edu/students/gencat/](http://www.washington.edu/students/gencat/)) and on the Graduate School website ([http://www.grad.washington.edu/](http://www.grad.washington.edu/)). Students should pay particular attention to the Graduate School Memoranda ([http://www.grad.washington.edu/policies/](http://www.grad.washington.edu/policies/)).
- The **2012 ASHA Standards**, including the Knowledge and Skills Acquisition (KASA) areas which guide graduate study and clinical certification eligibility post-graduation ([http://www.asha.org/Certification/2012-Audiology-Certification-Standards](http://www.asha.org/Certification/2012-Audiology-Certification-Standards)).

**PROGRESSION THROUGH THE DEGREE PROGRAM**

The Au.D. graduate program and its timely completion is the sole responsibility of the student. From the time of their first enrollment, students must be registered each quarter until the completion of all degree requirements or apply for graduate “on leave” status. Students should familiarize themselves with the UW Graduate School Memo #9 ([http://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-9-on-leave-policy-to-maintain-graduate-student-status/](http://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-9-on-leave-policy-to-maintain-graduate-student-status/)), which outlines the continuous enrollment and leave policies for all graduate students.

The Au.D. program is full-time and cannot be completed on a part-time basis. It also has a fixed didactic and clinical curriculum with a lock-step sequence, whereby courses are typically offered only once a year. Because most coursework is sequential, students must achieve the course objectives each quarter in order to progress to the next quarter of study. Be aware that any changes to the program plan or the student's progression through coursework requirements could result in a delay in completing the degree and additional costs to the student.
Students should always consult their Graduate Program Advisor with degree program questions or inquiries regarding program modifications. All degree program changes must be submitted in writing and approved by the Graduate Program Coordinator and Interest Group Head.

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**FEE-BASED PROGRAM TUITION & PROCEDURES**

Because the Au.D. program is a hybrid degree that is partially funded by the state of Washington and partially fee-based (or self-sustaining through student instructional fees), there are unique procedures for paying tuition and registering.

- While enrolled in the first three years of the Au.D. program, students simultaneously register and pay tuition through the UW Registrar (state of WA) and UW Professional & Continuing Education (PCE) Registration Services (fee-based administrator). Students must register and pay tuition/fees to both entities by the deadlines in order to participate in coursework.
- During the fourth year of the program, students register and pay tuition exclusively to UW PCE.

In all four years of the program, Au.D. students pay a fixed tuition rate and registration fee each quarter to PCE. That is, students are NOT charged on a per credit basis (like they do with the UW Registrar), but pay the same tuition rate each quarter, regardless of the number of credits in which they enroll. There is no part-time or per-credit rate available for the PCE portion of the tuition.

Au.D. students are required to read and understand the “Au.D. Registration & Tuition Policy” as well as the detailed PCE “Information and Registration Guidelines” they received upon admission to the program (both are located in the Current Students section of the department website).

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**ASHA KNOWLEDGE & SKILLS REQUIREMENTS**

The Doctor of Audiology (Au.D.) degree program is designed to meet the academic requirements for the Certificate of Clinical Competence granted by the American Speech-Language-Hearing Association (ASHA) and is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA). As long as students successfully complete the coursework requirements as outlined in this program plan, they will be eligible for clinical certification in audiology by ASHA upon graduation.

While in the graduate programs, students must acquire the knowledge and skills required for certification by ASHA. Students should be familiar with the ASHA 2012 Standards and Implementation Procedures for the Certificate of Clinical Competence in Audiology (http://www.asha.org/) that indicates how didactic and clinical coursework relate to the 2012 ASHA Au.D. Standards.

Because the UW Department of Speech and Hearing Sciences Au.D. program is accredited by ASHA’s Council on Academic Accreditation (CAA), students will receive an ASHA Verification Form upon graduation that attests they have met all the standards for clinical certification in audiology. Students will submit this verification form with their ASHA certification application.

Students will complete three types of documentation while enrolled in the UW graduate program to meet the department and CAA requirements:
1. **ASHA Undergraduate Prerequisite Coursework Form.** Students will complete this form with their **Graduate Program Advisor** when they enter the graduate program to document completion of ASHA and departmental undergraduate coursework requirements (see next section). This form is kept in each student’s academic file.

2. **Degree Audit Reporting System (DARS): Summary of Graduate Coursework Taken at UW.** Students should plan to regularly check the status of degree progress by using the DARS Audit system available in MyPlan. These audits will be used by the academic advisor and the graduate school to confirm eligibility for graduation.

3. **Typhon Allied Health Student Tracking System (AHST).** Students are oriented to the Typhon system during the first week of the graduate program. Every quarter students will enter important clinical practicum information into the online Typhon system to document completed clinical clock hours and ASHA skill areas. Clinical supervisors will also enter mid-point and final evaluations into this system for each student they supervise in a clinical practicum. The Typhon system allows students and faculty to monitor ASHA clock hours and skill acquisition requirements, as well as document each student’s successful completion of clinical coursework and hours. At the end of the program, a final report summarizing each student’s completed graduate clinical work will be printed and placed in the student’s academic file.

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**DIDACTIC COURSEWORK REQUIREMENTS**

**Undergraduate Coursework Requirements (Tracked on ASHA Undergraduate Prerequisites Form)**

Be sure to meet with the Graduate Program Advisor immediately if you need to fulfill these requirements or if you have questions about whether a course meets the requirements, so you can create an elective plan together!

- **Foundational coursework in speech and hearing sciences.** Some coursework in basic communication sciences and disorders is assumed. For students without a background in this area, additional coursework to address identified deficiencies may be necessary after consultation with the **Graduate Program Advisor.** Students should provide evidence during the first quarter in their program for the following coursework that will satisfy ASHA standards:
  - Standard A4 (Normal development of speech and language) AND
  - Standard A5 (Language and speech characteristics and their development across the life span)

- **Basic science and math coursework.** The department requires a minimum of one course in each of the following areas. Courses must appear on your college transcript and be taken outside the **Speech and Hearing Sciences / Communication Disorders Department**. Courses can consist of any number of credits and can be taken for a grade, credit/no credit, pass/fail, or satisfactory/unsatisfactory. For the courses to count, students must achieve a “credit”, “pass”, “satisfactory” or numeric grade of at least .7.
  - Biological / Life science
  - Physical science
  - Social / Behavioral science
  - Mathematics or Statistics

**Graduate Coursework Requirements**

Students are required to take the Au.D. didactic courses summarized in the table below. Please note that program requirements are subject to change. Per UW Graduate School policy, students must fulfill degree program requirements in effect during the quarter in which they graduate.
**Grading** - The required Au.D. coursework listed in this plan must be taken for a grade (unless otherwise noted) and students must receive a 2.7 or better in order to receive credit for the course. If a student fails a didactic course, the student will be required to retake the course when it is offered again. Alternative arrangements that satisfy the course requirements may be made at the faculty member's discretion (See Graduate Student Guide).

**Class Schedules** - Didactic courses are planned around the scheduling needs of on-site and off-site clinical practicum experiences. Students should be aware that some required courses may need to be offered during the evening hours (e.g., after 5:00 p.m.) and some classes may occasionally need to meet on Saturdays.

### AUD PROGRAM REQUIRED DIDACTIC COURSES (82 didactic & 12 research = 94 credits)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Quarter Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPHSC 462</td>
<td>Hearing Development [See *Note1 below] (offered alternate years)</td>
<td>3</td>
<td>AUT YEAR 2/3</td>
</tr>
<tr>
<td>SPHSC 503</td>
<td>Current Issues in Speech &amp; Hearing Sciences</td>
<td>3</td>
<td>SUM YEAR 2</td>
</tr>
<tr>
<td>SPHSC 504</td>
<td>Research Methods</td>
<td>3</td>
<td>WIN YEAR 2</td>
</tr>
<tr>
<td>SPHSC 509</td>
<td>Advanced Hearing Science</td>
<td>3</td>
<td>AUT YEAR 1</td>
</tr>
<tr>
<td>SPHSC 521</td>
<td>Instrumentation for Audiology</td>
<td>4</td>
<td>AUT YEAR 1</td>
</tr>
<tr>
<td>SPHSC 522</td>
<td>Hearing Aid Modification/Repair</td>
<td>1</td>
<td>WIN YEAR 2</td>
</tr>
<tr>
<td>SPHSC 523</td>
<td>Special Topics in Audiology</td>
<td>3</td>
<td>WIN YEAR 3</td>
</tr>
<tr>
<td>SPHSC 542</td>
<td>Counseling</td>
<td>3</td>
<td>SUM YEAR 2</td>
</tr>
<tr>
<td>SPHSC 570</td>
<td>Assessment of Auditory Dysfunction I</td>
<td>4</td>
<td>AUT YEAR 1</td>
</tr>
<tr>
<td>SPHSC 571</td>
<td>Assessment of Auditory Dysfunction II</td>
<td>4</td>
<td>WIN YEAR 2</td>
</tr>
<tr>
<td>SPHSC 572</td>
<td>Pediatric Audiology</td>
<td>4</td>
<td>WIN YEAR 1</td>
</tr>
<tr>
<td>SPHSC 574</td>
<td>Assessment of Balance Function</td>
<td>4</td>
<td>SUM YEAR 1</td>
</tr>
<tr>
<td>SPHSC 575</td>
<td>Medical Backgrounds in Audiology</td>
<td>3</td>
<td>SUM YEAR 1</td>
</tr>
<tr>
<td>SPHSC 576</td>
<td>Otoacoustic Emissions</td>
<td>2</td>
<td>AUT YEAR 2</td>
</tr>
<tr>
<td>SPHSC 577</td>
<td>Industrial &amp; Community Hearing Conservation</td>
<td>2</td>
<td>SUM YEAR 2</td>
</tr>
<tr>
<td>SPHSC 579</td>
<td>Geriatric Audiology</td>
<td>2</td>
<td>SPR YEAR 1</td>
</tr>
<tr>
<td>SPHSC 580</td>
<td>Rehabilitative Audiology</td>
<td>3</td>
<td>WIN YEAR 1</td>
</tr>
<tr>
<td>SPHSC 581</td>
<td>Management of Hearing Impaired Children</td>
<td>3</td>
<td>SPR YEAR 2</td>
</tr>
<tr>
<td>SPHSC 582</td>
<td>Hearing Aid Amplification</td>
<td>4</td>
<td>WIN YEAR 1</td>
</tr>
<tr>
<td>SPHSC 583</td>
<td>Hearing Aid Selection</td>
<td>4</td>
<td>SPR YEAR 1</td>
</tr>
<tr>
<td>SPHSC 584</td>
<td>Advanced Amplification</td>
<td>3</td>
<td>AUT YEAR 3</td>
</tr>
<tr>
<td>SPHSC 585</td>
<td>Pediatric Amplification</td>
<td>2</td>
<td>AUT YEAR 2</td>
</tr>
<tr>
<td>SPHSC 586</td>
<td>Cochlear Implants</td>
<td>5</td>
<td>SPR YEAR 2</td>
</tr>
<tr>
<td>SPHSC 588</td>
<td>Audiology Professional Seminar</td>
<td>3</td>
<td>YEARS 2 AND 3</td>
</tr>
<tr>
<td>SPHSC 592</td>
<td>Electrophysiological Assessment I</td>
<td>4</td>
<td>SPR YEAR 1</td>
</tr>
<tr>
<td>SPHSC 593</td>
<td>Electrophysiological Assessment II (offered alternate years)</td>
<td>3</td>
<td>WIN YEAR 2/3</td>
</tr>
<tr>
<td>SPHSC 801</td>
<td>Practice Doctorate Project/ Capstone</td>
<td>12</td>
<td>YEARS 2 AND 3</td>
</tr>
<tr>
<td>EDPSY 490</td>
<td>Basic Educational Statistics (or equivalent) [See *Note2 below]</td>
<td>3</td>
<td>YEARS 1 OR 2</td>
</tr>
</tbody>
</table>

*Note1 - If Hearing Development (SPHSC 462) was taken as undergraduates at UW, it does not need to be retaken at the Graduate level.

*Note2 - A statistics course is required for the AuD program. If you took a statistics course during your undergraduate program, you must submit the syllabus for the course to request a waiver of the requirement. Your research mentor may require an additional statistics course.
**CLINICAL COURSEWORK REQUIREMENTS**

**Prerequisites:** In order to participate in required clinical practicum, students must adhere to the “SPHSC Clinical Compliance Policy” which outlines specific training, immunizations, background checks, and documentation requirements. Students are required to meet, monitor, and maintain all requirements while enrolled in the graduate program. Failure to remain in compliance with clinical requirements can jeopardize student participation in clinical education and impact timely progression through the program, if clinical practica need to be dropped and rescheduled due to non-compliance.

**Clinical Clock Hour Requirements:** In accordance with ASHA, Au.D. students must complete the required clinical courses and a minimum of 1820 clock hours of supervised clinical experience in the practice of audiology. Students should keep in mind that these are minimum numbers; even if the student has achieved this minimum prior to completing practica, s/he is still expected to complete all required practica for the graduate program and maximize the hours accumulated during all clinical experiences.

**Clinical Tracking:** Students in the Au.D. program are required to complete clinical practicum courses each quarter in addition to the full-time, fourth year externship. Students must be enrolled in a clinical practicum every quarter; clinic enrollments cannot be “banked” for the purpose of not taking a practicum in a subsequent quarter. Students will participate in part-time clinical practicum experiences during the first three years of the program, and a 12-month (48 week) externship during the final four quarters of the program.

Each student will receive an individualized, four-year practicum plan from the Clinical Tracking Coordinator that outlines when required clinics will be taken. It is the student’s responsibility to adhere to the schedule and ensure the practica requirements and ASHA clock hour requirements are met. Students must complete and pass all practica (whether required or elective) prior to the beginning of the student’s fourth year externship placement. More detailed information about expectations and requirements for all internal and external rotations are provided in the course syllabi.

Additionally, students should be aware that clinical experiences follow the dates established in the UW quarterly calendar. Any changes to the length of the clinical experience (e.g. the start or end dates occur either before or after the UW’s dates of instruction) must be approved by the Clinical Tracking Coordinator and/or Fieldwork Placement Coordinator. Students who request shifts in their clinical practicum schedule, such that they extend the experience by more than 1 week past the end of a given quarter, may be required to enroll for additional academic credits in the subsequent quarter.

- **Practicum Assignments & Scheduling** - All practica are scheduled by the Clinical Tracking Coordinator and students are required to take each practicum to which they are assigned. The number of clinical credits assigned to each student will vary from quarter to quarter, but the total number of practica and required didactic course credits should not exceed 18 credits. An Individual Program Plan has been created which maps out your coursework and clinical placements over the course of your program. The placement coordinator will update these annually or as needed in order to accommodate any changes in course schedule and/or clinic needs. This schedule can be located through SPHINTRA and is called the Audiology Four Year Plan.

- **Internal and External Placements** - Students are assigned to internal clinic placements during the first year. Students are then assigned to community placements during the second year while continuing to complete internal clinic rotations concurrently. During the third year students participate in external rotations which continue to broaden and strengthen their clinical experiences and will be assigned fewer internal placements. Refer to the list of clinical assignments and your individual program plan.
• **Requesting Practica Changes** - Requests to change a practica plan must be made in writing to the *Clinic Tracking Coordinator (UW Clinic)* or *Fieldwork Placement Coordinator (community placements)* no later than the last week of the quarter, 2 quarters PRIOR to the quarter for which the change is requested (e.g., if a change is requested for Spring quarter, the request must be made no later than finals week Autumn quarter). Changes are not always possible and in all likelihood, changes to the plan of study may result in extending the individual's program of study (See Graduate Student Guide).

• **Externships** – The externship is a 12 month (48 week), full-time placement in an outside facility. It begins the Summer quarter of your third year and continues through the Spring quarter of the fourth year. Students can complete all 12 months at the same site or divide the year between no more than 2 different sites. Students will be expected to participate in the externship experience during the UW quarter breaks. All coursework, practica and comprehensive exams are to be completed successfully before an externship can begin. The externship is full time so it is not possible to take courses or do outside work (e.g., employment).

• **Grading** - All required and elective clinical experiences are graded credit/no credit (C/NC). Students can accumulate ASHA clinical clock hours only when receiving credit for a registered practicum and when being supervised at a facility approved by the department. During the first three years, students must participate in the placement a minimum of 10 weeks (9 during the summer quarter) during a quarter to receive credit for a practicum experience. As indicated above, the fourth-year externship is a minimum of 48 weeks.

• **Clock Hour Tracking** - All students are responsible for keeping track of and documenting clock hours for ASHA certification. This is done via the department's computerized database called Typhon. Please note that ASHA does not establish minimum hour requirements for particular disorder categories (e.g., assessment, amplification, etc) or age group (adults/children); rather there is an overall minimum target of 1820 hours across all disorders and the life span.
<table>
<thead>
<tr>
<th>Practica #</th>
<th>Name of Practica</th>
<th>Credits</th>
<th>Expectations*</th>
<th>Course Prereq</th>
<th>Required Number</th>
<th>Min. Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>552H</td>
<td>Pediatric Articulation/Language Treatment I</td>
<td>2</td>
<td>1 or 2 sessions/week with individual client or group sessions; AuD students assist SLP graduate students</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>591A</td>
<td>Environmental Health and Safety Hearing Conservation</td>
<td>2</td>
<td>2 hrs/week with UW employees enrolled in the Hearing Conservation Program</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>591B</td>
<td>Pediatric Diagnostic and Amplification Clinic</td>
<td>6</td>
<td>Full day Pediatric Clinic at CHDD; diagnostic and amplification</td>
<td>591E 572</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>591C</td>
<td>Aural Rehabilitation</td>
<td>4</td>
<td>1 or 2 sessions/week with individual client or group sessions; additional individual and/or group weekly meetings.</td>
<td>570/580 concurrently</td>
<td>1 Adult req. can take 2nd either with Adult or Ped</td>
<td>4</td>
</tr>
<tr>
<td>591D</td>
<td>Adult Diagnostic and Amplification Clinic</td>
<td>4</td>
<td>Diagnostic and amplification clinic;</td>
<td>591A or 591L 570</td>
<td>2-4</td>
<td>8</td>
</tr>
<tr>
<td>591E</td>
<td>Pediatric Hi-Risk Follow-up Clinic</td>
<td>4</td>
<td>Initial Pediatric Clinic, assessment of children followed through the multi-disciplinary Hi-Risk follow up clinic at CHDD</td>
<td>572</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>591G</td>
<td>Advanced External Rotation</td>
<td>variable</td>
<td>Typically 4 credits; check with Placement Coordinator to confirm external placements in community clinics.</td>
<td>3rd year students only</td>
<td>Min. 4</td>
<td>16</td>
</tr>
<tr>
<td>591K</td>
<td>LEND Seminar</td>
<td>2</td>
<td>Weekly seminar for students awarded the Leadership Education in Neurodevelopment and related Disabilities grant.</td>
<td>3rd year LEND students only</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>591L</td>
<td>Community Screening Clinic</td>
<td>2</td>
<td>Basic hearing evaluations for community</td>
<td>1st year students only</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>591M</td>
<td>Beginning External Rotation</td>
<td>4</td>
<td>Initial experience in community sites; students rotate through range of experiences i.e. private practice, schools and medical center</td>
<td>2nd year students only</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>591N</td>
<td>Pediatric Neurodevelopmental Clinic</td>
<td>2</td>
<td>Advanced pediatric diagnostic clinic, multi-disciplinary clinics.</td>
<td>591 B, 591 E</td>
<td>Optional</td>
<td>Optional</td>
</tr>
<tr>
<td>601C</td>
<td>4th Year Externship</td>
<td>10</td>
<td>Full time external placement in local or out of area site; 1 placement or combined</td>
<td>4th year students only</td>
<td>4</td>
<td>40</td>
</tr>
</tbody>
</table>

**Notes of clinical requirements:**

**TOTAL 92**
• *Expectations may vary somewhat across supervisors and individual client needs. Please check with your supervisor to confirm specific expectations. Regardless of the practicum, students should also expect to spend time each week planning, clinic preparation and report writing.

• UW students should be aware that photographs and recordings of UW students engaged in evaluation and treatment may be used for teaching and/or publication purposes.

COMPREHENSIVE EXAMINATION

**Clinical Comprehensive Examination**

Au.D. students are required to pass one comprehensive clinical exam. The exam occurs in Autumn quarter of the first year and is contained within the SPHSC 570 course (Assessment of Auditory Dysfunction 1). Students are asked to demonstrate the audiometric skills learned in the class on ‘standardized patients’. Please see SPHSC 570 syllabus for more details.

Students are expected to pass the examination on the first attempt; however, if a student fails he/she will have the opportunity to re-take the examination. If a student fails the exam twice, the Audiology Interest Group will review the student's progress in all aspects of the program, which could result in dismissal from the program. **This exam must be passed in order to progress through the program and participate in outside placements.**

**Final Comprehensive Examination**

This comprehensive examination occurs in the Spring quarter of the second year of the AuD program. This exam evaluates didactic knowledge and critical thinking, and has a written and oral component.

The exam poses three questions, each in a case study format, that require students to integrate knowledge associated with the following three areas: 1) normal and disordered populations, 2) audiological assessment, and 3) the treatment and management of hearing impairment. All three questions will be case-based, each covering one of the three topic areas. Students will first answer the exam questions in writing, and following completion of the written component, students will defend each of their answers orally. Each of the written and oral responses will be evaluated by more than one member of the Audiology faculty.

Students must perform satisfactorily on all three questions to pass the examination. Each student's performance on the examination as a whole will be evaluated by the Audiology Interest Group and one of three exam grades will be assigned: High Pass, Pass, or Fail. In the event of a failing grade, re-examination will be allowed in the failed area(s), and will be scheduled for the end of the same quarter. If a student fails the re-examination on the second attempt, the student can be dismissed from the program. In this circumstance, the Audiology Interest Group will review the student's progress in all aspects of the program and make a determination about whether dismissal from the program is warranted. See the “Graduate Student Guide” for detailed information.

RESEARCH / CAPSTONE PROJECT REQUIREMENT

All Au.D. students complete a research project with the advice and approval of a specified research mentor. Each student will select a primary research mentor plus at least one additional research committee member. At least one SPHSC department faulty member must serve on the committee and one member must hold a PhD degree.

The project is expected to give evidence of mature scholarship and contribute important and useful information or organization of existing information to the profession. It should demonstrate a firm grasp of the problems in a particular area
of study and show an ability to communicate ideas in writing. Topics can be basic or clinical research. The research and writing are the responsibility of the student, who should look to their research mentor for guidance and help if needed.

An independent study will be performed in the area of your research interest in Autumn quarter of your 2nd year. During that time, you will register for one to two credits of 801 as an independent study. A research problem or subject should be chosen and approved by your committee by winter quarter of the 2nd year in the AuD program. More details will be provided during a meeting led by Dr. Bierer during the 1st and 2nd year of the AuD program.

**DISABILITY ACCOMMODATIONS**

The University of Washington and the Department of Speech and Hearing Sciences are committed to ensuring that otherwise qualified students with disabilities are provided with access, equal opportunity, and reasonable accommodation in its services, programs, activities, education, and employment. The Disability Resources for Students Office (DRS) is the contact point for students with permanent or temporary disabilities interested in requesting reasonable accommodations due to the effects of a disability. DRS establishes a student’s eligibility for disability accommodations and works collaboratively with faculty and staff to coordinate and implement these accommodations. DRS is a resource for students, faculty, and staff regarding the provision of equal access for students with disabilities in all aspects of campus life. DRS provides knowledgeable guidance and consultation and is a resource for publications on disability-related subject matter.

Students who believe they have a disability, for which they wish to request reasonable accommodations, should contact DRS to start the process for documenting their disability and determining eligibility for services prior to the start of their academic program where possible. While this process can be started at any time, reasonable accommodations may not be implemented retroactively, so the timeliness in requesting accommodations is very important. The University has policies regarding the type of documentation required in order to verify different disabilities and a process for requesting accommodations.

For questions or to learn more about the process for establishing services please contact the DRS office directly:

Disability Resources for Students (Seattle)
011 Mary Gates – Box 352808
Seattle, WA 98195-5839
206- 543-8924 (Voice)
206- 543-8925 (TTY)
206- 616-8379 (FAX)
uwdrss@u.washington.edu (email)
drtest@uw.edu (testing center email)
http://www.disability.uw.edu (website)

**SATISFACTORY PROGRESS IN THE GRADUATE PROGRAM**

The three primary criteria for maintaining satisfactory progress while enrolled in the AuD degree program are summarized below. Students will be reviewed quarterly by the audiology faculty; anyone not maintaining satisfactory progress will be contacted by the department’s Graduate Program Coordinator and the Audiology Interest Group.

Students are required to review and understand the department’s “Graduate Student Guide”, section VI, entitled “Scholarship: Review of Student Progress” which comprehensively outlines the satisfactory performance requirements for
this program. In addition, students are required to review and understand the Graduate School's Memo #16 entitled “Unsatisfactory Performance and Progress”.

- Students must maintain **satisfactory scholarship**
  - A cumulative AND quarterly GPA of 3.0 or greater
  - Any student falling below a GPA of 3.0 will be identified by the Graduate School as a student with "low scholarship" which could result in a change in status action by the Graduate School.

- Students must maintain **satisfactory progress toward degree completion**
  - In required didactic courses students must earn a grade of at least 2.7.
  - In required clinical practicum courses students must earn a grade of “credit”.
  - In required comprehensive exams students must earn a grade of “pass”
  - In required research project students must earn a grade of “pass” or “4.0”

  ▪ Students must retake any courses (didactic or clinical) in which a non-passing grade is earned and will be placed on "probation" through the Graduate School. Students will have only one opportunity to retake a course to earn a passing grade, and failure to pass on the retake can result in dismissal. If a course needs to be retaken, it may delay subsequent coursework and/or planned practica, and may extend time in the program.

  ▪ Students who receive a non-passing grade in more than two courses during their program will be automatically dismissed from the program. Thus, on the occasion in which a third non-passing grade of any type is received (didactic, clinical or a combination) the student will be recommended for dismissal from the program.

  ▪ The only exception to this policy is related to SPHSC 570 Assessment of Auditory Function I. This course also serve as the Year One Clinical Comprehensive exam. Students are unable to retake the course if a non-passing grade is earned. Within this course, students can retake the required lab practical exams if non-passing grades are earned. However, any student who fails to earn a passing grade on a second retake of an exam or earns a non-passing grade in this course can be dismissed from the program.

  ▪ Students earning a non-passing grade on the Year Two Final Comprehensive Exam are allowed to retake the exam one time. If a passing grade on the exam is not earned the second time, the student can be dismissed from the program.

- Students must **satisfactorily demonstrate the essential behaviors** required for a speech and hearing science education
  - Students are required to abide by the Speech and Hearing Sciences specifications for essential behaviors and abilities outlined in the “**Essential Functions of Speech and Hearing Science Education**” signed by each student upon entry into the program. Thus, students must demonstrate satisfactory behaviors and abilities across the following area:
    - Communication Skills
    - Motor Skills
    - Intellectual / Cognitive Skills
    - Sensory / Observational Skills
    - Behavioral / Social Skills
• Students must **satisfactorily complete** the following to fulfill Graduation Requirements:
  o Complete all required coursework and electives
  o Pass all Comprehensive Exams (1st Year Clinical Exam and 2nd Year Final Exam)
  o Complete required and elective clinical practicum
  o Fulfill all of the ASHA Knowledge and Skills Requirements
  o Complete/Pass Au.D. Research Project

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**ACADEMIC PROGRESS CONCERNS**

Students will interact with the following faculty members in circumstances where academic progress is of concern.

- **Graduate Program Coordinator (GPC)** - Kristie Spencer
- **Director of Academic & Student Services** - Julie Leonardo
- **Audiology Interest Group Head** – Julie Bierer

Students who earn non-passing grades in their coursework OR whose cumulative or quarterly grade point average falls below a 3.0 are automatically reviewed by the **Graduate Program Coordinator (GPC)** and the **Audiology Interest Area**. Students who fail to demonstrate the essential behaviors for the Au.D. degree will also be reviewed upon faculty request. Action, if warranted, will be taken on an individual basis and a change in Graduate School status may or may not be recommended. The department will recommend one of five actions in cases of academic progress issues, using the criteria adopted by the Graduate School in Memorandum #16: 1) No action, 2) Warn, 3) Probation, 4) Final Probation, or 5) Drop.

If action is recommended because of unsatisfactory grades or academic performance concerns, the student will be informed in writing by the GPC of faculty expectations and the timetable for correction of deficiencies.

**Please note:** Because of the sequential nature of the curriculum, students who fail one or more courses in a given quarter may not be eligible to enroll in a subsequent quarter, until the failed courses can be retaken and passed. Most courses are only offered once a year, so students may need to step out of the program (take graduate leave) until the course is offered again.

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**GRADUATION REQUIREMENTS & PROCEDURES**

In general, students must complete the following in order to be eligible for graduation:

- Successfully complete all undergraduate coursework requirements as outlined by ASHA
- Successfully complete all graduate level didactic and clinical coursework in order to fulfill the ASHA Knowledge and Skills Acquisition (KASA) requirements
- Complete a minimum of 1820 hours of supervised clinical experience in the practice of audiology [captured in the Typhon system]. Students must have documentation for all hours.
- Successfully pass the clinical comprehensive exam and the final comprehensive exam
- Successfully complete the Capstone Research Project (written document, public presentation and defense)
- During the quarter you wish to graduate, go to the Graduate School website ([www.grad.washington.edu](http://www.grad.washington.edu)) and “Schedule a doctoral general or final exam”.

A complete guide to graduation is available on the Current Students section of the department website.
Note: The following grid is an example. Actual coursework and credits are subject to change. EDPSY Basic Educational Statistics (3 cr) or other approved statistics course (if required)* can be taken at any time during the first 2 years of the program.

### Doctor of Audiology Curriculum (186 credits minimum)

<table>
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<tr>
<th>Autumn / Yr. 1</th>
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<td>504 Research Methods (3)</td>
<td>586 Cochlear Implants (5)</td>
<td>503 Current Issues In Speech &amp; Hearing (3)</td>
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<td>593 Electrophysiological Assess. II [alt yrs] (3)</td>
<td>Statistics* (with Advisor Approval) (3-5)</td>
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<td>(Final Comprehensive Exam)</td>
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Doctor of Audiology Program
Satisfactory Progress for Continuation & Graduation

The three primary criteria for maintaining satisfactory progress while enrolled in the Doctor of Audiology degree program are summarized below: 1) Satisfactory Scholarship, 2) Satisfactory Progress Toward Degree Completion, and 3) Satisfactory Demonstration of Essential Behaviors.

Students are reviewed quarterly by the audiology faculty and anyone not maintaining satisfactory progress will be contacted by the department’s Graduate Program Coordinator and representatives of the audiology faculty.

Students are required to review and understand the department’s “Graduate Student Guide”, section VI, entitled “Scholarship: Review of Student Progress” which comprehensively outlines the satisfactory performance requirements for this program. In addition, students are required to review and understand the Graduate School’s Memo #16 entitled “Unsatisfactory Performance and Progress”.

VI. Scholarship: Review of Student Progress

A. Expected Performance

All graduate students are expected to maintain satisfactory progress during the completion of their approved program of study in order to be recommended for a degree and/or for the ASHA Certificate of Clinical Competence. Any student failing to maintain satisfactory progress in any of the areas outlined below will be automatically reviewed by the faculty in the student’s interest area and may have a change-in-status action taken by the Graduate School Dean.

The three major criteria for maintaining satisfactory progress are as follows:

1. **SATISFACTORY SCHOLARSHIP:** Maintenance of a minimum cumulative grade point average of B (3.0) in all courses numbered 400 and above. Note that grades below 1.7 are recorded as 0.0 and that a 2.7 or better is required in all 500-level or above for courses counted towards degree requirements.

   A cumulative GPA of 3.00 or above is required to receive a degree from the Graduate School. A graduate student's GPA is calculated entirely on the basis of numeric grades in 400- and 500-level courses. The grades of S, NS, CR, NC, and N are excluded, as are all grades in courses numbered 600, 601, 700, 750, 800, and 801 and in courses at the 100, 200, and 300 levels. See Memorandum #19, Grading System for Graduate Students.

   Failure to maintain a 3.00 GPA, either cumulative or for a given quarter, is considered unsatisfactory performance or “low scholarship” and may lead to a change-in-status action by the Graduate School. Please refer to the Graduate School scholarship web page and Memorandum #16, Unsatisfactory Performance and Progress for additional information.

   i. During the first quarter in which a student's cumulative or quarterly GPA falls below a 3.0 the student will be placed on warn or probation. In subsequent quarters, students must maintain a quarterly GPA of 3.0 or higher until their cumulative GPA rises to 3.0 or higher.
ii. During the second quarter in which a student's cumulative or quarterly GPA falls below a 3.0, the student will be placed on probation or final probation. In subsequent quarters, students must maintain a quarterly GPA of 3.0 or higher until their cumulative GPA rises to 3.0 or higher.

iii. After the third quarter in which a student's cumulative or quarterly GPA falls below a 3.0, the student will be dropped from the program.

2. Satisfactory Progress Toward Degree Completion: Maintenance of performance and progress which is satisfactory to the faculty in terms of:

   i. Academic performance – students will demonstrate in their written, oral and clinical work the ability to analyze and conceptualize clear and concise ideas and synthesize, organize, apply and evaluate information.

   ii. Attendance and participation in coursework – students will consistently attend classes and participate in course activities, including collaborative efforts as applicable.

   iii. Upholding professional standards – students will demonstrate academic and professional integrity at all times.

Satisfactory performance and progress encompasses coursework and seminars, clinical and teaching practica (whether graded or ungraded), progress and achievement for students involved in research, and demonstration of other skills and behavior normally expected of students working toward academic and training goals in the speech and hearing sciences.

The following items amplify the meaning of "satisfactory” performance with respect to registration in both didactic and clinical practicum courses at the graduate level. Failure to maintain satisfactory performance and progress toward a degree may result in a change-in-status action by the Graduate School:

a. In required didactic courses students must earn a grade of at least 2.7. A grade below a 2.7 is considered unsatisfactory performance.

   i. Students who receive a grade below a 2.7 in any didactic course that is offered in the SPHSC department (regardless of whether it is a required or elective course) must retake that course. A required course must be taken the next quarter it is offered. Alternative arrangements to fulfill course requirements are at the discretion of the instructor/faculty member. See item “ii” below for more information on retaking elective courses.

   Students must receive a passing grade for all didactic courses required by the Department for the advanced degree.

   Students will have only one opportunity to retake the same course. Students who do not receive a passing grade of 2.7 or higher on the retake of the course may be
recommended for dismissal by the Graduate School for reasons of unsatisfactory progress and may be dropped from the program.

Upon receipt of a non-passing grade (below 2.7), the faculty will recommend to the Graduate Program Coordinator and Graduate School that the student be placed on “probation” during the next quarter in which the student enrolls.

The student will not be allowed to enroll in any further didactic courses or clinical practica for which the failed course is a prerequisite. Note that failure of one or more didactic courses may result in a delay of graduation.

Because most graduate courses are offered only once a year, in some circumstances the student may wish to take a voluntary leave until the failed course is offered again if alternative arrangements are not possible. This decision should be made in consultation with the SLP Graduate Student Progress Committee and the SPHSC department’s Graduate Program Coordinator.

Students should familiarize themselves with Memorandum #9, On Leave Policy to Maintain Graduate Student Status which outlines the graduate policy for “on-leave status” eligibility.

ii. Students who receive a grade below a 2.7 in any didactic course that is taken as an out-of-department elective are not required to retake the same failed course. The student can meet the out-of-departmental elective requirements by satisfactorily completing a different course. The student can re-take or take a new elective in any quarter they determine is most appropriate.

As outlined in section “a.i.” above, the faculty will recommend the student be placed on probation upon receipt of a non-passing grade.

iii. Students who receive a non-passing grade (below 2.7) in a second didactic course, regardless of whether the course is offered in the SPHSC department or outside, which quarter the course is failed, or when previous courses were failed, must retake that course (or a substitute course in the instance of a failed elective) and receive a passing grade as per the guidelines described in point “a.i.” above.

iv. Students who receive a non-passing grade (below 2.7) in a third didactic course, regardless of whether the course is offered in the SPHSC department or outside, which quarter the course is failed, or when previous courses were failed, will be automatically dropped from the program. No opportunity to retake a third course will be given.

b. Practicum courses are graded on a CR/NC basis. In required clinical practicum courses students must earn a grade of “credit”. Credit is obtained if performance is satisfactory (which would reflect a grade of 2.7 or better). Students must also have a minimum of 10 clock hours during a quarter to receive credit for a practicum experience. However, the attainment of the minimum number of hours will not be viewed as sufficient evidence of successful completion of a practicum.
i. Students who receive a grade of "no credit" in any clinical practicum, regardless of whether the practicum is offered in the SPHSC clinic or via an offsite placement, must retake that practicum the next time SPHSC faculty can reasonably arrange for the practicum.

Students must receive a passing grade for all practicum courses required by the Department for the advanced degree.

Students must satisfactorily complete all practicum courses attempted prior to registration for their full-time internship. In addition, any practica required by a specific internship setting (including student teaching) must be satisfactorily completed before that assignment is begun.

Students will have only one opportunity to retake a failed/unsatisfactory practicum and will be scheduled on a “space available” basis. Due to scheduling constraints it might not be possible for the practicum to be immediately retaken the following quarter.

In cases where an offsite practicum is failed, students may be required to retake the practicum at the same offsite location or at a new location that meets the same educational goals as the original location.

Students must receive a passing grade/credit for practicum courses in order for the clinical clock hours to count toward ASHA certification.

Students who fail the same practicum twice (i.e., do not receive a passing grade of “credit” on the retake of the practicum) may be recommended for dismissal by the Graduate School for reasons of unsatisfactory progress and may be automatically dropped from the program.

As with didactic courses, upon receipt of a non-passing/no-credit grade for clinical practicum the faculty will recommend to the Graduate Program Coordinator and Graduate School that the student be placed on “probation” during the next quarter in which the student enrolls.

Students will not be allowed to enroll in any further clinical practica for which the failed practicum is a prerequisite. Note that because instructor approval is required for enrollment in all clinical practica, a grade of "no credit" may result in a student not receiving approval to enroll in additional practica, regardless of the student's original practica tracking and regardless of the disorder areas addressed in the additional practica.

Note that failure of one or more clinical practica may result in a delay of graduation of up to one year or more.

ii. Students who receive a grade of "no credit" in a second clinical practicum, regardless of whether the practicum is offered in the SPHSC clinic or via an offsite placement, which quarter the practicum is failed or when previous practica
were failed must retake that practicum and receive a passing grade of "credit" as per the guidelines described in point 2a above.

iii. Students who receive a grade of "no credit" in a third clinical practicum, regardless of whether the practicum is offered in the SPHSC clinic or via an offsite placement, which quarter the practicum is failed or when previous practica were failed, will be dropped from the program. No opportunity to retake a third clinical practicum will be given.

c. In required research courses students must earn a grade of “pass” or “4.0”.

d. Any student who receives three non-passing course grades of any type (didactic, research, clinical practicum, or a combination) can be automatically dropped from the program. No opportunity to retake a third course will be given.

e. The only exceptions to this policy are related to SPHSC 570 Assessment of Auditory Function I and 571 Assessment of Auditory Function II. These courses serve as the Years One and Two Clinical Comprehensive exams, respectively. Students are unable to retake these courses if a non-passing grade is earned. Within these courses, students can retake the required lab practical exams if non-passing grades are earned. However, any student who fails to earn a passing grade on a second retake of an exam or earns a non-passing grade in these courses can be dismissed from the program (see item f).

f. In required comprehensive exams students must earn a grade of “pass”. Students are required to complete two clinical comprehensive exams during years one and two, and one written comprehensive exam during year three.

   i. Students earning a non-passing grade on either of the Clinical Comprehensive Exams will have the opportunity to re-take it. If a student fails on the exam a second time, the student can be dismissed from the program.

   ii. The clinical comprehensive exams must be passed in order to progress through the degree program and participate in second and third year clinical rotations.

   iii. Students earning a non-passing grade on the Written Comprehensive Exam are allowed to retake the exam one time. If a passing grade on the exam is not earned the second time, the student can be dismissed from the program.

3. SATISFACTORY DEMONSTRATION OF ESSENTIAL BEHAVIORS: All students admitted to a Speech and Hearing Sciences graduate program are required to read and sign the document entitled “Essential Requirements of Speech and Hearing Science Education” indicating his/her ability to meet the standards of our program, with or without accommodations. These essential behaviors amplify the requirements found in the University of Washington student Conduct Code.

Once enrolled, students must abide by these Speech and Hearing Sciences specifications for essential behaviors and abilities for continuation and graduation in their respective graduate programs. Satisfactory progress and retention decisions are based not only on satisfactory scholarship and academic achievement but on these other behaviors and abilities that students
must demonstrate in order to complete the essential functions of the program. The behaviors and skills encompass the following areas:

i. Communication Skills
ii. Motor Skills
iii. Intellectual / Cognitive Skills
iv. Sensory / Observational Skills
v. Behavioral / Social Skills

**Reasonable Accommodation for Disabilities**
The Department of Speech and Hearing Sciences (SPHSC) is committed to ensuring that otherwise qualified students with disabilities are given equal access through reasonable accommodations to its services, programs, activities, education and employment. SPHSC works closely with Disability Resources for Students-DRS (Seattle campus) in this process and DRS is the contact point for students with permanent or temporary disabilities interested in requesting reasonable accommodations due to the effects of a disability.

Students who wish to request reasonable accommodations are encouraged to contact DRS (Seattle) to start the process for documenting their disability and determining eligibility for services **prior to the start of the graduate program**. While this process can be started at any time, reasonable accommodations may not be implemented retroactively so being timely in requesting your accommodations is very important. The University does have policies regarding the type of documentation required in order to diagnose different disabilities and a process for requesting accommodations. To learn more about the process for establishing services through these offices please contact the DRS office:

Disability Resources for Students (Seattle)
448 Schmitz Hall, Box 355839
Seattle, WA 98195-5839
206-543-8924 (V/TTY)
206-685-8379 (FAX)
uwdss@u.washington.edu
http://www.washington.edu/students/drs/

Students with disabilities are expected to perform all the essential functions of the program with or without reasonable accommodation. SPHSC will work with the student and DRS to provide reasonable and appropriate accommodations. While SPHSC will make every effort to work with our students with disabilities to accommodate their disability-related needs, it is important to note we are not required to provide requested accommodations that would fundamentally alter the essential functions or technical standards of the program.

**B. Review and Evaluation of Student Progress**
Each member of the faculty who supervises a student's work is responsible for evaluating the student at appropriate times in a manner dependent on the nature of the experience: (1) by formal grading for registered courses, (2) by written, narrative descriptions of strengths and weaknesses, which are shown to the student and then transmitted to the student's academic advisor for review and filing, and (3) by informal, oral communication between student and faculty member at various times.
Students whose cumulative or quarterly grade point average falls below a 3.0 are automatically reviewed quarterly by the Graduate Program Coordinator (GPC) and the audiology Interest Area. If action is recommended because of unsatisfactory grades or performance, the student will be informed by the GPC of faculty expectations and the timetable for correction of deficiencies.

Au.D. students are also reviewed quarterly by faculty in the audiology Interest Area. The review of students allows faculty to evaluate student progress. This review is meant to go beyond a discussion of grades. The intent is to provide an early appraisal of student performance.

Each student will be assigned, by default, one progress value point during the review. A ‘1’ progress point represents satisfactory progress and is an expression of no concern by the faculty; a ‘0’ progress point represents unsatisfactory progress and is an expression of concern by the faculty.

What should constitute a concern? Graduate School Memorandum #16, Unsatisfactory Performance and Progress suggests any instance in which a “graduate student's performance, progress, or promise of completing his/her graduate program is unsatisfactory…” The memo acknowledges the importance of grades in judging the potential for successful completion of the graduate program; however, it urges a wider view by indicating that “…performance and progress in all other significant ways should be appraised.” If concerns are raised about a student's progress (‘0’ progress point assigned), the nature of the concern will be shared with the student by the GPC, the SLP Graduate Student Program Committee and the student's advisor. Action will be taken on an individual basis. A change in Graduate School status may or may not be recommended.

C. Changes in Graduate School Status:
When a determination has been made that performance or progress has been unsatisfactory, recommendations regarding changes in student status are forwarded to the Dean of the Graduate School, together with written documentation by the GPC. Recommendations for final probation and drop action based on low grade point average or unsatisfactory progress require written documentation. The Department may recommend one of five actions in such cases, using criteria adopted by the Graduate School in Memorandum #16, Unsatisfactory Performance and Progress:

1. No Action
Recommended for those students whose cumulative GPA is above 3.0 but whose most recent quarter's work is below 3.0, if the review has determined that this condition is not cause for immediate concern.

2. Warn
This status is initiated and documented by the graduate program, but is not reported to the Graduate School and does not appear on the student's transcript. The graduate program is expected to notify each student in writing and place any documentation in the student's file.
   1. Recommended for students whose cumulative GPA has dropped slightly below 3.0 (i.e. 2.99-2.95).
   2. Recommended for students who have failed to meet expectations for performance and progress as determined by the graduate program.

3. Probation
A graduate program may recommend numerous quarters of probation for a student, but the Graduate School recommends no more than three consecutive quarters (each quarter must be
recommended separately). All students must be informed of the graduate program's policy regarding the length of probationary periods.

1. Recommended for students who have not corrected the deficiency which caused the warn action within the time limit specified by the graduate program.
2. Recommended for students who depart suddenly and substantially from scholarly achievement (e.g., failure of a course or practicum) as defined by the graduate program. A previous warn recommendation is not necessary.

4. Final Probation
After at least one quarter of probation, a graduate program may recommend final probation. Final probation may only be recommended for one quarter, though the Graduate School will consider one additional quarter in extenuating circumstances. A graduate program must recommend one quarter of final probation before recommending a student be dropped from the program. Exceptions to this policy will be considered by the Graduate School in extenuating circumstances.

1. Recommended for students who have not corrected the condition(s) that caused the probation recommendation within the time limit specified by the graduate program.
2. Recommended for students who may have corrected previous probation conditions but failed additional performance requirements and did not progress toward completion of the graduate program.

5. Drop
A graduate program may recommend a student be dropped from their program after one quarter of final probation. Exceptions to this policy will be considered by the Graduate School only in extenuating circumstances. If the Graduate School accepts a drop recommendation, the Registrar is notified by the Graduate School and the student is immediately removed from the graduate program.

1. This is the final action to be recommended for students who have not corrected the condition(s) that caused the final probation recommendation within the time limit specified by the graduate program.

Appeals
Students may appeal these recommendations directly to the department’s Graduate Program Coordinator and Chair. Appeals beyond this point must follow the process outlined in the Graduate School Memorandum #33, Academic Grievance Procedure.

Degree Completion / Graduation
All students are also required to familiarize themselves with the “Au.D. Guide to Graduation” which outlines student requirements and procedures. In general, students must complete the following in order to be eligible for graduation:

- Successfully complete all undergraduate coursework requirements as outlined by ASHA
- Successfully complete all graduate (Au.D) level didactic and clinical coursework in order to fulfill the ASHA Knowledge and Skills Acquisition requirements
- Successfully complete a minimum of 1,820 clinical clock hours of supervised clinical experience in the practice of audiology. Students must have documentation for all hours.
• Successfully complete three comprehensive exams: Year One clinical comprehensive exam (SPHSC 570), Year Two clinical comprehensive exam (SPHSC 571), and Year Three written comprehensive exam.
• Successfully complete and submit an Au.D. Capstone Research Project (written document, public presentation and defense)
• During the quarter you wish to graduate
  o Go to the Graduate School website (www.grad.washington.edu) and schedule a Final Exam by the specified deadline*.
  o Meet with the audiology Academic Advisor to review your graduate program, ensure all requirements have been met and sign off on final academic paperwork.
  o Complete the required student exit surveys

*IMPORTANT: If you neglect to schedule your Final Exam by the Graduate School deadline you will not be able to graduate. Any student who misses the deadline is not eligible for graduation until the end of the next academic quarter. Because the Graduate School requires all students to be registered in the quarter in which they wish to graduate, you will also need to pay additional fees if you miss the deadline. In this situation, the Graduate School provides the option of paying a “Graduate Registration Waiver Fee” in lieu of registering for classes. You must pay this fee within 2 weeks following the quarter in which all graduate program degree requirements are met, and if you do not, you will need to register at least part-time in order to apply for your Doctor of Audiology Degree and graduate. Please review the Graduate School website carefully.
SPHSC Clinical Compliance Policy  
Master of Science & Doctor of Audiology Students

Each of the compliance requirements outlined in this document MUST be met by every student prior to and throughout enrollment in a Department of Speech & Hearing Sciences clinical graduate program. Students should note that several requirements have annual or biennial expiration dates, including immunizations, CPR, bloodborne pathogens training, and background checks. As the status of these compliance items does not remain static, students must monitor and maintain the requirements throughout the program to remain in compliance and eligible to participate fully in clinical education. Note: additional compliance requirements may need to be met in order to participate in a specific clinical assignment. This will be communicated to students on an individual basis and facilitated by SPHSC Fieldwork Operations staff.

Students are required to track their own compliance and due dates. This will be done through the Typhon Allied Health Student Tracking System where students will upload evidence of clinical prerequisites and view expiration date reminders. It is each student’s responsibility to maintain, renew, and update each requirement BEFORE its expiration date and to keep copies of everything in his/her personal records and in the Typhon system. Failure to maintain clinical compliance will make a student ineligible to enroll or participate in clinical coursework.

To update any requirements with expiration dates during the graduate program, students will scan and upload documentation directly to the Typhon system. Staff is notified of new documentation uploads by the Typhon system and will update the expiration dates accordingly. Students can view completion and expiration dates at any time in Typhon. Please contact the Fieldwork Operations Specialist (Debbie Higuera at dhiguera@uw.edu) immediately if any errors or issues are noted.

To assist students in remaining compliant, the department (via the Typhon system) will remind and prompt students 30 days in advance of when they need to update their compliance. However, the responsibility ultimately lies with each student to update their items and upload them to Typhon system BEFORE they expire. Students who fail to maintain or upload current documentation to Typhon will be subject to the following actions, until they have updated their compliance status appropriately:

1. They will be temporarily removed from any clinical site in which they are currently placed, including the UW Speech & Hearing Clinic.
2. They will have a department compliance hold placed on their student account to prohibit any further clinical course registration.
3. They may be permanently un-enrolled or dropped from a clinical course if deficits are not addressed in a timely fashion.

The first two actions will be put in place immediately upon discovery of a compliance lapse and will be in force until the student brings his/her status back into compliance. Any student failing to respond with a remediation plan to the Fieldwork staff within 48 hours of removal from clinic, may be permanently dropped from the clinical course. This decision will be made on a case by case basis by the Director of Clinical Education.

Please note that students temporarily removed from clinic due to compliance lapses will not be given additional time or extensions to make up missed days or clinical clock hours as a result of their lapse. If clinical coursework needs to be dropped and rescheduled, it can extend a student’s program and cost additional time and money. Students should also be aware that student account holds can impact registration, the release of financial aid, and access to student services at the UW. In summary – please do not let your compliance lapse.
6 Compliance Items To Monitor & Keep Current

1. Criminal Background Checks
   As a condition of admission, all new graduate students are required to complete and successfully pass a national background check through the University's online vendor Verified Credentials, Inc. Access to the background check system is found at: http://scholar.verifiedcredentials.com/washington. The fee is $59.00. The background check is REQUIRED and without it your offer of admission can be rescinded. Once complete, all students must upload an electronic PDF copy of their completed Verified Credentials background check report to Typhon. New students will upload their background check during the first week of school and while enrolled in the program, students will upload a background check report to Typhon each time a background check is repeated.

   It is important that students in our programs receive certification that there is no evidence of a Child and Adult Abuse Law (CAAL) conviction or criminal history. If there is a conviction that would prevent the student from completing the required clinical experiences in our programs, and thus prevent him/her from fulfilling the program requirements, he/she will be denied admission. A non-CAAL conviction/criminal history record, however, does not necessarily disqualify an individual for admission. When considering individuals for admission, conviction/criminal history records are reviewed as they relate to the content and nature of the curriculum and the safety and security of clients and the public. Should the background check provide evidence of a positive criminal history or raise any areas of concern related to a student’s participation in a graduate program, he/she will be contacted by a representative of the Speech & Hearing Sciences Department.

   In addition to this initial background check, enrolled/continuing students in our clinical programs are required to complete additional background checks according to the following degree-specific plans and schedules (Please note that background check instructions and codes for each degree program can be found at the end of this document). These schedules were established to meet the placement requirements of the clinical facilities with whom we partner. Please note that it is possible for placement sites to request additional background checks or updates, outside of what students already complete. For placements at some sites, students often must complete background checks through the site’s HR department instead of our vendor Verified Credentials. In any of these instances, students are still responsible for reporting the results of the background check to the Department and uploading a copy of the background check to the Typhon system. The only exception to this rule is at the Seattle VA Medical Center. For this site, students do not need to upload a background check to Typhon.

   **Au.D. Students / 3 Background Checks**
   1) Full, National Criminal Background Check at time of acceptance ($59)
   2) Full, National Criminal Background Check by June 1st at the end of year 2, prior to the start of the 3rd year / Summer quarter ($59)
   3) Full, National Criminal Background Check by June 1st at the end of year 3, prior to the start of the 4th year / Summer quarter and the full-time externship experience ($59), unless the externship site requires it to happen sooner.

   **MedSLP Students / 2 Background Checks**
   1) Full, National Criminal Background Check at time of acceptance ($59)
   2) Full, National Criminal Background Check in September of year 2, prior to the start of Autumn quarter ($59)

   **CoreSLP Students / 2 Background Checks**
   1) Full, National Criminal Background Check at time of acceptance ($59)
   2) Full, National Criminal Background Check in September of year 2, prior to the start of Autumn quarter ($59)
2. Fingerprinting

Fingerprint background checks are currently required for students completing clinical placements in the public schools. For processing, student fingerprints must be submitted and cleared through Washington state’s Office of the Superintendent of Public Instruction (OSPI) in advance of placement start dates. Students should closely read the fingerprinting instructions and procedures as detailed on the OSPI website, along with the fingerprinting FAQs. Fingerprinting clearance is good for 2 years.

Schedule

It takes approximately 6 weeks to process fingerprints and grant clearance. Any students participating in school rotations must ensure they obtain clearance in a timely manner. Students cannot initiate clinical rotations at a school facility if clearance has not been granted. Most AuD and some M.S. students will rotate in school facilities during their programs, and will complete fingerprinting according to the schedules below:

**Au.D. Students:** All AuD students must obtain fingerprinting at the start of their second year during Summer quarter to ensure their clearance through OSPI is in place by the start of Autumn quarter of year two.

**CoreSLP Students:** All CoreSLP students who select the Pediatric Schools track must complete fingerprinting prior to their pre-internship and internship placements in the public schools. Students are required to obtain fingerprinting at the start of Autumn quarter of their second year, to ensure their clearance through OSPI is in place by the start of Winter quarter.

**Other MS Students:** On rare occasion a non-school facility may require fingerprinting for student placements. Any CoreSLP or MedSLP students placed at a facility where fingerprinting is required, will be notified by their Fieldwork Placement Coordinator in advance to ensure fingerprinting clearance is in place in a timely manner.

Methods

Students can complete fingerprinting either by Live Scan or Manual / Ink. However, we strongly suggest students obtain Live Scan fingerprints whenever possible. The Live Scan method has a faster processing time. Importantly, it ensures higher quality prints which reduces the likelihood that prints will be rejected by OSPI. Manual/Ink prints often have quality issues and may need to be repeated. You may obtain fingerprints at the following locations:

**Live Scan**

1) **Educational Service Districts** (ESD). The ESDs are the only locations approved to conduct and send Live Scan prints to OSPI for processing.

**Manual / Ink**

Students will use the School District Employees/Contractors pre-filled FD-258 fingerprint card (available from Fieldwork support staff) and mail the completed print card to OSPI with their processing fee.

1) **Seattle Police Department’s Public Request Unit** or other police or law enforcement agencies in WA, excluding the UW Police*.
2) **WA State Patrol Criminal Records Division in Olympia**
3) **Private Fingerprinting Agencies/Services**.

* NOTE: students can longer use the UW Police for fingerprinting services. They only provide Live Scan fingerprinting and have discontinued ink/manual prints. Unfortunately, the UW Police are unable/ unauthorized to send Live Scan prints to OSPI. Currently, only the ESDs can send Live Scan prints to OSPI.
3. **Cardio-Pulmonary Resuscitation (CPR) Training & Certification – for Healthcare Providers**

Anyone without a valid CPR card must complete training, that meets the guidelines outlined below, prior to starting the graduate program and maintain their certification throughout. The expiration date of the training should be noted on the CPR card. If no date is shown, it is considered to have an annual renewal and must include a certification completion date at the minimum. Once complete, all students must upload an electronic copy of their CPR certification card to Typhon.

Students needing to complete CPR training must adhere to the following guidelines:

- Complete an American Heart Association (AHA) course specially intended for healthcare providers.
- The training must be designated as covering "Basic Life Support (BLS)" and must include at a minimum, adult, infant, and child resuscitation and use of Automated External Defibrillators (AEDs).
- An in-classroom training course that provides opportunities for skills practice is required if you have never completed CPR training before.
- An online CPR training course is acceptable ONLY for renewal and ONLY if the course meets the adult, infant and child resuscitation and AED content requirements for healthcare providers.

We recommend you find a certification class that covers a 2-year period. If you cannot, you will be accountable for CPR recertification annually.

4. **Universal Precautions / Bloodborne Pathogens Training**

To ensure everyone is in compliance and is safe in the workplace, all graduate students are required to complete training and maintain certification in universal precautions for the prevention of blood borne pathogens transmission throughout their graduate program. Any training course taken must adhere to the current Occupational Safety and Health Administration (OSHA) standards. Once complete, all students must upload an electronic copy of their Bloodborne Pathogens training certificate or card to Typhon.

Students have two options to fulfill this requirement:

I. Complete the online training course offered through the University of Washington’s Environmental Health and Safety Department entitled “Bloodborne Pathogens for Researchers”. This training is free to UW students, faculty and staff and **valid for 1 year**. To complete the yearly training you will need your UW NetID and student number. When registering for the training you must provide the following information:
   - Your Program = Speech and Hearing Sciences (MS or AuD)
   - Your Student Number, so you are not mistaken for a UW Employee
   - Your Supervisor/Dept. Contact = Debbie Higuera (dhiguera@uw.edu)
   - Department Telephone = 206-685-7402
   - Departmental Box Number = 354875

II. Provide evidence of training done outside of the University of Washington via a certification card or training certificate. The American Red Cross offers both an online and classroom based certification course in Bloodborne Pathogens Training entitled "Heartsaver Bloodborne Pathogens" that meets the OSHA standard. There are also several other companies that offer both online and classroom based courses.
5. Health Sciences Immunization Program (HSIP)

The University of Washington, Campus Health Services and all Health Sciences schools and programs such as Speech and Hearing Sciences, require that incoming graduate students participate in the Health Sciences Immunization program (HSIP) provided through Campus Health Services. Participation in the Health Sciences Immunization Program is mandatory and the requirement cannot be waived. As part of enrollment in HSIP, students are required to complete and send documentation of their protection against a number of vaccine-preventable diseases and surveillance for tuberculosis.

All HSIP requirements follow the guidelines for health care personnel set by the Center for Disease Control and Prevention (CDC) as pertains to immunizations, immune status, and TB screening. Students may not opt out of these requirements unless there is a documented medical contraindication. Students should be aware that CDC recommendations may change during a student’s tenure in a UW health sciences degree program and the University will communicate any changes via the HSIP program. If the CDC recommendations change after students meet the initial HSIP program requirements, students will be required to become compliant with the updated CDC recommendations until the completion of their degree program.

The HSIP website is located at http://depts.washington.edu/chsweb/hsi and contains all of the policies, procedures and forms you will need to meet the program requirements. Students are required to visit this website and review all of the requirements and procedures carefully. Each student will pay an annual fee for enrollment in the HSIP. This fee will be charged to your student account at the beginning of each year of your program and will cover:

- The administrative costs related to processing and storing your health related documentation. This includes the review, data input and compliance status reporting to our department. It also includes providing students with Individual Immunization Summary Reports for use in documenting required immunizations for clinical rotations.
- Any follow-up costs and procedures related to a Bloodborne Pathogen (BBP) exposure while enrolled in your clinical degree program. If ever a student has a BBP exposure at a clinical site, they are assured financial coverage for and access to the University’s BBP exposure process (e.g., post-exposure assessment, diagnostic lab testing, and post-exposure prophylaxis medications) which includes exposure to HIV, hepatitis B and hepatitis C.

Student immunization information should NOT be sent to the SPHSC department but to the UW Health Sciences Immunization Program (HSIP) at myshots@uw.edu. Throughout the graduate program, required immunizations and tuberculosis screenings must be maintained and documentation provided electronically to HSIP (e.g., scanned copies of immunization records, lab reports of titer result, medical records containing such data, etc.). Please note that HSIP can place a hold on your registration at any time during the graduate program for non-compliance with immunization requirements.

In addition to submitting all immunization documentation directly to HSIP at myshots@uw.edu, students must upload to Typhon proof of immunizations via an Individual Immunization Summary Report generated by HSIP. Students do not turn in hard copies of immunization records to the department, but do need to upload an Individual Immunization Summary Report to the Typhon system every time his/her immunization records are updated with HSIP. Please request this report directly from HSIP by emailing myshots@uw.edu.

NOTE: Students should be aware that some community-based clinical sites may require students to obtain additional PPD skin tests as a requirement for clinical placements. Sometimes the placement site will cover the cost and administration of the test, and sometimes the student may need to obtain it on their own.
6. Health Insurance
The University and Department strongly recommend that you purchase and maintain health insurance coverage throughout your graduate program, as becoming ill during your academic career or having a blood borne pathogen exposure during your clinical training can be very expensive. Importantly, almost every community placement site requires health insurance as a condition for clinical training. Without insurance you will likely be unable to participate in community-based clinical rotations. Once complete, all students must upload an electronic copy of their health insurance ID card to Typhon.

Individual coverage can be obtained through private insurance, Washington’s Health Benefit Exchange Marketplace, or the Federal Insurance Marketplace. If students obtain private insurance, they are advised to confirm that the policy covers prophylactic treatment (e.g., for exposure to bloodborne pathogens) until results of testing are known. International students must obtain insurance through the International Student Health Insurance Plan (ISHIP).

Key links to get started:
- Residents:
  - Washington Healthplan Finder [https://www.wahealthplanfinder.org](https://www.wahealthplanfinder.org)
- Non-Residents

6 Compliance Items with No Expiration Date
All of the following should be completed prior to the start of the graduate program. These are one-time only compliance items and do not need to be renewed. Students should maintain copies of all items in their personal records and also upload their documentation to the Typhon system as applicable.

1. UW Deskmail Account
When you enroll at the University of Washington, you are asked to sign up for e-mail service through UW Outlook Live or UW Google Email. As a student clinician within the Speech and Hearing Sciences department, however, you may be communicating sensitive information that cannot be transmitted via the Outlook or Google servers. For this reason, you will sign up for UW Deskmail and use it throughout your clinical program. Students are not allowed to forward UW Deskmail to other accounts and disciplinary action may be taken in instances of non-compliance with HIPAA security and privacy policies.

2. Applicant Agreement & Conditions of Admission Form
Applicants must read, sign and upload the acceptance form to the Typhon system during the first week of class.

3. Essential Functions of Speech & Hearing Sciences Education Form
As a condition of admission, all new graduate students are required to read and sign the “Essential Functions of Speech and Hearing Science Education” statement attesting to your ability to meet the standards of our program, with or without accommodations. Applicants must upload the signed acceptance form to the Typhon system during the first week of class.
4. **UW Medicine Privacy Agreement Form**
   All graduate students will review and agree to adhere to the terms of the “UW Medicine Privacy, Confidentiality and Information Security Agreement” form. This form must be printed out, signed and uploaded to the Typhon system during the first week of class. It can be found on the [UW Medicine Compliance website](#).

5. **Health Insurance Portability and Accountability Act (HIPAA) Training**
   All graduate students are required to complete an on-line training prior to starting their program, to understand their responsibilities related to protecting the privacy and confidentiality of an individual’s health information. The training is done online via a secure website and lasts approximately 90 minutes. The Department’s HIPAA Privacy Officer (Nancy Alarcon / nalarcon@uw.edu) will contact all new students when the training is online and available. A UW internet ID is required for this training. Incomplete status can prevent students from beginning classes and clinical practica. Students must print out and upload their certificate of completion to Typhon during the first week of class.

6. **Hazardous Waste Management Training**
   To ensure everyone is in compliance and is safe in the workplace, all clinical graduate students are required to complete training in hazardous waste management. **Students will not be allowed to participate in clinical training without a valid certification.**

   Students will complete the online training course offered through the University of Washington’s Environmental Health and Safety Department entitled “Hazardous Waste Management for Clinical & Hospital Staff”. This training is free to UW students, faculty and staff so you will need your UW NetId and student number to access this training. Your training is valid throughout your time in the program.

   When registering for training you must provide the following information:
   - Your Program = Speech and Hearing Sciences / SLP or AuD
   - Your Student Number, so you are not mistaken for a UW Employee
   - Your Supervisor/Department Contact = Debbie Higuera (dhiguera@uw.edu)
   - The Departmental Box Number: 354875

   Students must print out and upload confirmation of training to Typhon during the first week of class.

If you have any questions about the status of a compliance items, please contact the Debbie Higuera, Fieldwork Operations Specialist (dhiguera@uw.edu). If you have misplaced or need copies of any of your compliance documents, you may submit a “Graduate Student Copy Request Form” and fee to Student Services for processing.
The University of Washington has partnered with Verified Credentials to manage your CoreSLP Master of Science program background check requirements. In order to participate in clinical education at the University and in off-site clinical facilities, CoreSLP students are required to complete two background checks while enrolled in the program:

1. Full background check ($59) at the time of acceptance into the graduate program. This check is a condition of admission and must be completed by the established deadline.
2. Full background check ($59) at the start of your second year of the program (September) to meet pre-internship and internship site requirements. This must be done PRIOR to the start of Autumn quarter.

To access the Verified Credentials “QualifiedFirst” background check system go to: http://scholar.verifiedcredentials.com/washington

How It Works:

1. Enter the appropriate background check code for your program just above the “Get Started!” button on the right side of the page. You will enter the code below for the FULL background check ($59).

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<th>Full Background Check ($59)</th>
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<tr>
<td>Department of Speech and Hearing Sciences</td>
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<tr>
<td>CoreSLP Master of Science Program</td>
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| CODE: KMWCW-68283 |

2. Create an account (first time only) OR Log into your account with your username and password if repeating background checks during the program
3. Enter all required information
4. Provide supporting documentation
5. Track your progress
6. Once your background check report is complete, students must then upload an electronic PDF copy to the Typhon system.

If you have any questions, our Client Services Team is ready to assist you. Please call us at 800.938.6090 or email us at ClientServices@verifiedcredentials.com.
The University of Washington has partnered with Verified Credentials to manage your MedSLP Master of Science program background check requirements. In order to participate in clinical education at the University and in off-site clinical facilities, MedSLP students are required to complete two background checks while enrolled in the program:

1. Full background check ($59) at the time of acceptance into the graduate program. This check is a condition of admission and must be completed by the established deadline.
2. Full background check ($59) at the start of your second year of the program (September) to meet offsite practicum and internship site requirements. This must be done PRIOR to the start of Autumn quarter.

To access the Verified Credentials “QualifiedFirst” background check system go to: [http://scholar.verifiedcredentials.com/washington](http://scholar.verifiedcredentials.com/washington)

How It Works:

1. Enter the appropriate background check code for your program just above the “Get Started!” button on the right side of the page. You will enter the code below for the FULL background check ($59).

   ![Full Background Check Code](http://scholar.verifiedcredentials.com/washington)

   **Full Background Check ($59)**
   College of Arts Sciences
   Department of Speech and Hearing Sciences
   MedSLP Master of Science Program

   **CODE:** MMTVB-68829

2. Create an account (first time only) OR Log into your account with your username and password if repeating background checks during the program
3. Enter all required information
4. Provide supporting documentation
5. Track your progress
6. Once your background check report is complete, students must then upload an electronic PDF copy to the Typhon system.

If you have any questions, our Client Services Team is ready to assist you. Please call us at 800.938.6090 or email us at ClientServices@verifiedcredentials.com.
The University of Washington has partnered with Verified Credentials, Inc. to manage your Doctor of Audiology (Au.D.) program background check requirements. In order to participate in clinical education at the University and in off-site clinical facilities, Doctor of Audiology students are required to complete three background checks while enrolled in the program:

1. Full background check ($59) at the time of acceptance into the graduate program. This check is a condition of admission and must be completed by the established deadline.
2. Full background check ($59) by June 1st at the end of year two, prior to the start of the 3rd year / Summer quarter.
3. Full background check ($59) by June 1st at the end of year three, prior to the start of the 4th year / Summer quarter, unless the externship site requires it to happen sooner.

To access the Verified Credentials, Inc. “QualifiedFirst” background check system go to: http://scholar.verifiedcredentials.com/washington

How It Works
1. Enter the appropriate background check code for your program just above the “Get Started!” button on the right side of the page. You will select the FULL background check ($59).

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NEW students complete this background check before they enter the graduate program as a condition of admission.

CONTINUING students complete this background check in June of their 2nd and 3rd years.

2. Create an account (first time only) OR Log into your account with your username and password if repeating background checks during the program
3. Enter all required information
4. Provide supporting documentation
5. Track your progress
6. Once your background check report is complete, students must then upload an electronic PDF copy to the Typhon system.

If you have any questions, our Client Services Team is ready to assist you. Please call us at 800.938.6090 or email us at ClientServices@verifiedcredentials.com.

Last Revised 8/16/16
Registration & Tuition Policy
Doctor of Audiology Degree Program

Au.D. Registration & Tuition Overview

The Au.D. degree program has a hybrid funding arrangement which requires students to register and pay tuition using two separate procedures. While enrolled in the first three years of the Au.D. program, students simultaneously complete the two-part registration and tuition payment process described below:

1. **UW Registrar / Student Fiscal Services** - All didactic coursework and some clinical coursework for the degree program are funded by both the state of Washington and student tuition; the traditional state resident/non-resident tuition model. For this portion of the program, students register with the UW Registrar online using MyUW and pay their resident or non-resident tuition to UW Student Fiscal Services. Instructions on how to register are on the UW Office of the Registrar website. Information on tuition payment policies and deadlines can be found on the UW Student Fiscal Services website.

2. **UW Professional & Continuing Education (PCE) Registration Services** - The remaining clinical coursework for the program is funded completely by student fees; a fee-based or self-sustaining model. For this portion of the program, students register quarterly for SPHSC 596: Clinical Education in Audiology and pay their tuition directly to UW Professional & Continuing Education (PCE). The SPHSC 596 tuition funds all of the students' clinical coursework in the Au.D. program – even those courses registered for through the UW Registrar. Information on PCE registration, fees, aid, and payments is provided to all new students when admitted and posted on the new student section of the SPHSC website. Additional information on fee-based program funding is available on the UW Registrar's Fee-Based Program FAQ.

The fourth and final year of the Au.D. program is exclusively a fee-based funding arrangement. Thus, students only register and pay tuition to UW PCE. Students cannot register through the UW Campus Registrar (MyUW) and do not pay tuition to Student Fiscal Services. Everything is done through UW PCE.

Importantly, students are expected to register and pay both their resident/non-resident and fee-based tuition by the University deadlines. Students who register and pay tuition through the UW Registrar but fail to register and pay their fee-based tuition to UW PCE will not be allowed to participate in assigned clinical courses. Please be aware that this can result in extending your program if clinical coursework needs to be rescheduled.

University of Washington Registration Policy

All University of Washington registration policies, procedures, dates, and deadlines are posted on the UW Office of the Registrar website and the UW Academic Calendar. It is each student's responsibility to register according to these policies and deadlines. This information applies to all state and fee-based students.

**Registration Periods I & II**

Students are expected to register for state and fee-based classes during registration periods I and II. If a student fails to initiate registration by the published UW registration deadlines they are charged a late fee.

- Starting the first day of the quarter the fee is $25.
- At the start of the 3rd week of the quarter the fee goes up to $75.

Last revised 10/10/16
Registration Period III
Period III is the 1st week of the quarter. Anyone wanting to change their registration, by adding or dropping a course, must do so by the end of registration period III (the 7th calendar day). If a student fails to do so by the published UW add/drop deadlines they are charged a $20 late fee. Students dropping state courses after period III may also be subject to a tuition forfeiture charge.

Unrestricted Drop Period
The Unrestricted Drop Period occurs during the 2nd week of the quarter. Courses may be dropped without restriction during this period without a “W” appearing on a student’s transcript. However, there is a $20 change fee and possibly a tuition forfeiture fee for state courses.

Late Add Period
The Late Add Period starts at the end of registration period III and occurs during the 2nd and 3rd weeks of the quarter. Anyone adding a course during these weeks is charged a $20 fee and possibly a tuition forfeiture fee for state courses.

Late Drop Period
The Late Drop Period starts the 3rd week of the quarter. Only students using their “annual drop” can drop a course during this period. The “annual drop” policy allows students to drop one course each year after the 14th calendar day of the quarter, but no later than the end of the Late Course Drop Period. Once this annual drop is used, no additional drops are permitted after the 14th calendar day until the next year. Students dropping a course during this period are subject to the $20 change fee and possibly a tuition forfeiture charge. Additionally, a “W” is reflected on the student transcript.

End of the Late Add Period
Starting the 4th week of the quarter, the Late Add Period ends. Students cannot add courses on their own and are required to following these procedures:

1. **UW Campus Registrar** – to add a state course, students must submit a [Late Add Petition](#) to the UW Registration Office in 225 Schmitz Hall. This petition must be signed FIRST by the course Instructor and the Department Chair. The student must provide a description of the extenuating circumstances that warrant consideration of the late add as well as any supporting documentation.

   If approved, the course will be added for the student and will appear in MyUW. Students will be assessed the $20 change fee. Any additional tuition will also be due to Student Fiscal Services in 129 Schmitz Hall no later than 3 calendar days after the course is added. During the last week of the quarter, the fees are due the next day.

2. **UW PCE** – to add the SPHSC 596 fee-based course, students must submit a [Special Circumstances Petition](#) to UW PCE Registration Services. This petition must be approved FIRST by the Department of Speech and Hearing Sciences and the student must provide a description of the extenuating circumstances that warrant consideration of the late add/drop as well as any supporting documentation.

   Please note that approvals will not be given by the department without sufficient cause. If the petition is approved by the department, it will be returned to the student with an approval memo and add code.
The student will then bring it to UW PCE and register for the course. Tuition will be due to PCE at the time of registration and students will also be assessed the $20 change fee.

If the petition is not approved, the student will not be allowed to participate in any scheduled clinical courses for that quarter and will need to reschedule with their Clinical Tracking Coordinator and Graduate Program Advisor. This will likely extend the student’s program.

University of Washington Tuition Policies

1. **UW Campus Registrar** - Tuition for state courses is always due by the 3rd Friday of each quarter. Payments must be received by Student Fiscal Services no later than the published tuition due dates. There is no payment plan available to students on the Seattle campus. Students unable to pay tuition by the due date are instructed to contact the [Short-Term Loans Office](#) for further assistance.

   If students do not pay tuition by the tuition due date, they will be assessed a late payment charge based on the amount of the outstanding balance.
   - For past due balances of $250 and above, the late fee is $120.
   - For balances between $50 - $249.99, the late fee is $50.
   - There is no late payment charge for balances under $50.

   Failure to pay an outstanding balance may result in a hold on the student's academic records and/or the student's account being referred to an outside collection agency, which will add additional charges.

2. **UW PCE** – Tuition for fee-based courses is always due at the time of registration. If a student is using financial aid, scholarships or other third-party payers and need the funds applied to the SPHSC 596 course, he/she must supplement the registration form with the PCE Payment Agreement form. This agreement is a way for the student to indicate a promise to pay tuition once financial aid (or other) funds are distributed.

   Because registration and tuition go hand in hand with PCE programs, there is no such thing as a late tuition fee. If a student is late in registering and paying their tuition with UW PCE, they will need to submit the [Special Circumstances Petition](#) (described above) to their Graduate Program Advisor in order to enroll in SPHSC 596 and pay their associated tuition.
May 2016

TO: Doctor of Audiology (Au.D.) students

RE: Registration Guidelines for Clinical Education in Audiology (SPHSC 596)

Welcome to the Doctor of Audiology (Au.D.) program. During this program, the majority of your encounters will be with the Speech and Hearing Sciences department; however, each quarter you will work with the University of Washington Professional and Continuing Education (PCE) to register for one specific course: Clinical Education in Audiology (SPHSC 596).

For the first three years of the Au.D. program, students will complete a two-part registration process involving the UW Campus Registrar and UW PCE. During the 4th year, however, students will register exclusively with PCE for their required externship course (601C).

Below are the registration steps for years one through three. Students must complete both steps every quarter during their first three years.

1. **Using MyUW**, students will register directly with the UW Campus Registrar for all required didactic courses and clinical rotations, except the PCE section of SPHSC 596.

   MyUW is your personal homepage that is accessed online via your UW NetID. This portal allows you to access general information and resources as well as personalized University information relating to classes, tuition, housing, athletics, etc. The most common MyUW functions used by students are:
   - Access to course information including meeting location, class times, dates, books, etc.
   - Access to course grades which appear on MyUW at the end of each quarter
   - The ability to request unofficial and official UW transcripts
   - Access to your financial aid status (e.g., account balances)
   - Access to UW Library Resources
   - Access to your UW email account

2. **Using the registration form emailed to you by UW PCE**, students will register directly with PCE’s Registration Services office only for the SPHSC 596 Clinical Education in Audiology course.

   - 596 A – section for 1st year students
   - 596 B – section for 2nd year students
   - 596 C – section for 3rd year students

Prior to the start of each quarter PCE will directly email each student a registration form as a reminder to register for SPHSC 596. You will complete and return the registration form, along with payment, to Registration Services at PCE. You can send the form by mail or fax or you can register by phone (if you wish to use a credit card). If you prefer to register in person, you can go to the UW PCE Registration office. However, it is important to note that you cannot register for this course online through MyUW. More detailed instructions are included below.

**NOTE: Registration instructions and forms for Autumn quarter 2016 will be emailed to you by PCE in June. You will have until September 27, 2016 to register and are guaranteed a spot in all your assigned classes.**
**Before you Register**

**Coursework:** If you have questions about the courses and the number of credits you are expected to take each quarter as you work toward your degree, check with your Graduate Program Advisor, Ernie Lefler (erl5@uw.edu) in the Department of Speech and Hearing Sciences before you register and he can provide you with this information.

**Financial Aid:** Financial aid is available for qualified students. For more information on eligibility, contact the Office of Financial Aid at 206-543-6101 or visit them online.

Please note that disbursement of financial aid funds from the University Student Accounts Office to PCE is not automated. In order to facilitate the registration process, students with approved and pending financial aid will be invoiced for the total tuition and fees. The necessary payment agreement forms are included with this mailing, and must be completed and returned with your registration paperwork.

Approximately 24 hours after PCE processes your registration form, the Office of Student Financial Aid (OSFA) will be able to see your registration in the Student Database. Once the OSFA verifies that you are registered for the quarter, your aid will be disbursed. These funds will go directly to PCE if your registration materials were submitted by the deadline. Otherwise the funds are made available to you and you are responsible for using those funds to pay your PCE invoice by the deadline printed on the invoice.

**Note:** This differs from the procedures that occur for all your other course registrations through the UW Campus Registrar. For all courses except SPHSC 596, your financial aid funds will be deposited directly into your UW account and automatically applied to your tuition and fees.

**PCE Registration Process**

1. Registration and payment for the SPHSC 596 course are handled through PCE for all quarters of your program.

2. The dates for each quarter’s registration period are posted on the UW Academic Calendar and you will receive and submit your registration materials according to this schedule.

3. **Tuition is paid quarterly and payment is required at the time you register.** Refund deadlines listed on your registration forms apply to the program’s quarterly tuition.

4. If you are using financial aid (or scholarships or other third-party payers) for the Au.D. program and need the funds applied to the SPHSC 596 course, you must submit a signed and dated registration form and check the appropriate “Method of Payment” box on the form. Your signature must appear in the “Personal Information” section of the form indicating you have read and understood the terms of agreement (see UWPCE payment terms for details on payment policies). You may call the registration office to see if you can email a scan of your signed form.

5. Individuals who register late will incur a $25 late fee. This fee goes into effect starting the first day of each quarter.

6. If you need to add or drop a course after submitting your registration materials, and it is before the add/drop deadline, you may call, visit or email PCE Registration Services and they will make the desired changes to your registration. Students do NOT need to submit new registration materials. **NOTE: DO NOT email your initial registration forms or payment information – email is only for changes in registration!**

7. Anyone adding/dropping a course after the University deadline needs special permission and must submit a “Special Circumstances” petition to the SPHSC Department with their request. You can locate this form on the PCE website. Designated late fees will also apply.
If you have any questions or concerns about the registration process, please contact your Au.D. Graduate Program Adviser, Ernie LeFler at 206-685-7960 or erl5@uw.edu or Bettina Anderson Schifferl, the PCE Registration Coordinator for the AuD program at 206-685-6518 or bschifferl@pce.uw.edu.

PCE Payment Procedures and Options

1. **Telephone Registration:** Students may register by phone at 206-543-2310, 800-543-2320, or 206-543-0898 (TTY). Telephone registration must be handled during PCE business hours (Monday – Thursday, 8 a.m. – 5 p.m., and 8:30 a.m. – 5 p.m. on Friday, Pacific time), and requires payment by credit card. Students receiving financial aid may not register by telephone because registration must be accompanied by a signed registration form. Under some circumstances, financial aid students may be able to email their forms.

2. **Fax Registration:** Fax the completed registration form, including your credit card information, to 206-685-9359. Students receiving financial aid must be sure to sign and date their registration form or it will not be processed!

3. **Mail-In Registration:** Send this registration form, along with payment (check or credit card) to the address below. Checks must be in U.S. funds and payable to the University of Washington. (Returned checks are subject to a $25 service fee.) Students receiving financial aid through the UW Student Financial Aid Office must be sure to sign and date their registration form or it will not be processed!

4. **In-Person Registration:** PCE is located at 4311-11th Ave. NE. This is in Seattle in the University District, just a few blocks off campus. The office is open from 8 a.m. to 5 p.m., Mon through Thurs and 9 a.m. to 5 p.m. on Friday. Each quarter the registration office is open for extended hours (8 a.m.–7 p.m.) the week before the quarter starts and the first week of the quarter.

Withdrawal/Refund policies

If you register and find that you are unable to attend the University, it is your responsibility to withdraw. Withdrawals, refunds and changes are handled through PCE for your SPHSC 596 registration only. Please follow quarterly deadlines on the UW academic calendar for refunds and course changes. These deadlines match the academic calendar of the University of Washington. UW Student Fiscal Services also provides information on drops, withdrawals and refunds.

To request any of the withdrawal options for only the SPHSC 596 course, you may:
- request the change in person at PCE Registration Services, or
- submit a request in writing (with a signature) via US mail to: UW Professional and Continuing Education, Registration Services, PO Box 45010, Seattle, WA 98145-0010, or
- fax your request to 206-685-9359, or
- send an email request to uweoreg@pce.uw.edu

Changes in Your Contact Information

If you change your mailing or email address, please notify:
- PCE Registration Services by sending an email to uweoreg@pce.uw.edu
- The University of Washington by updating your MyUW student page (change of address section)
- Your department’s Graduate Program Adviser at erl5@uw.edu

Frequently Asked Questions

1. **What are the fees I need to pay PCE in addition to my quarterly tuition?**
All students registering through PCE must pay a quarterly, non-refundable $45 registration fee.

2. **Why is it important to register for courses by the deadline?**
   If you do not register for the quarter by the first day of the quarter, you will be charged a late fee of $25-$75, depending upon how late you are. By registering late, you also risk losing access to certain student services such as the IMA, U-PASS, and Husky sports events. After the fourth week of the quarter, students need special permission from the Speech and Hearing Sciences department to register. For those students receiving financial aid, late registration can also cause cancellation of your financial aid eligibility. Your eligibility can be reinstated by the UW Registrar’s Office and PCE Registration Services after you register, but this causes many problems and should be avoided at all times.

3. **What if I have other questions?**
   If you have any questions or questions related to curriculum and what courses to take, please contact your Au.D. Graduate Program Adviser, Ernie Lefler (erl5@uw.edu / 206-685-7960) or Bettina Anderson Schifferl, PCE Registration Coordinator (bkatz@pce.uw.edu / 206-685-6518).

We look forward to working with you and please let us know if you have any questions. Thank you and have a great year!

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